

EXECUTIVE ORDER NO. 284

Organizing the Ministry of State - Executive Branch of the Government of the Republic of Palau

WHEREAS, Sections 2 and 5 of Article VIII of the Constitution of the Republic of Palau and 2 PNC § 103 provide for a Presidential Cabinet consisting of the Vice President and the Ministers who are appointed by the President with advice and consent of the Senate of the Olbiil Era Kelulau; and

WHEREAS, Section 7 of Article VIII of the Palau Constitution grants the President all the inherent powers and duties of a national chief executive, including, but not limited to enforcing the law of the land; and

WHEREAS, 2 PNC § 102 establishes eight Ministries within the Executive Branch of the Government of the Republic of Palau; and

WHEREAS, 2 PNC § 109 directs the President to provide for the subdivisions of the Ministries and to prescribe their duties, responsibilities and functions by Executive Orders; and

WHEREAS, 2 PNC § 110 empowers the President by Executive Orders to establish offices and agencies within the Executive Branch and to prescribe their duties, responsibilities and functions so as to assist the President, the Vice President and the Ministers in the performance of their duties, responsibilities and functions; and

WHEREAS, a series of Executive Orders have organized the Executive Branch of the Government of the Republic of Palau since the establishment of the Constitutional Government of the Republic of Palau on January 1, 1981, and most recently Executive Order No. 266 reorganized the Ministry of State; and

WHEREAS, in order to provide clarity and to ensure efficiency and the effective delivery and execution of government services, the President has determined that the Ministry of State within the Executive Branch of the Government of the Republic of Palau must be reorganized;

NOW, THEREFORE, by virtue of the authority vested in the President by article VIII of the Constitution of the Republic of Palau and the aforementioned laws, the President orders that Executive Order No. 266 is hereby repealed and replaced by this Executive Order-all other Executive Orders and Presidential or Administrative Directives organizing the Ministry of State within the Executive Branch of the National Government of the Republic of Palau being amended or repealed to the extent that such are specifically or by necessary implication amended

or repealed hereby--and hereby organizes the Ministry of State within the Executive Branch of the National Government of the Republic of Palau as follows:

PART I. MINISTRY OF STATE

The Ministry of State shall be headed by a Minister. The Ministry shall be responsible for national defense, treaty matters, relations with other nations and between the national and state governments, relations with the United Nations, other international organizations, for related matters, and for the Office of the Public Defender. The Minister shall coordinate the activities of the Ministry with appropriate authorities, boards, commissions and public corporations. The Minister shall be responsible for the performance of the duties and functions of the following offices, bureaus and divisions.

Section 1. The Offices of Administration, Passport and Protocol. The Office of Administration, the Passport Office, and the Office of Protocol shall assist the Minister in providing for the management and administration of technical and support services throughout the Ministry, and for the issuance of passports. These Offices shall directly report to and be under the immediate supervision of the Minister.

- A. The Office of Administration. The Office of Administration shall be headed by an Administrative Officer. The Office of Administration shall be responsible to provide effective support structure to service the work of the Ministry, including its Bureaus and overseas missions. The Office shall organize and provide for the management for all data and records of the Ministry, including the establishment and maintenance of a depository for the bilateral, regional and international treaties, conventions, and agreements to which Palau is a party.
- B. The Passport Office. The Passport Office shall be headed by a Chief. The Passport Office shall provide for the issuance, security, and procurement of Republic of Palau passports, and shall provide support services to citizens of Palau traveling abroad with a Republic of Palau Passport.
- C. The Office of Protocol. The Office of Protocol shall be headed by a Chief. With due regard to the Ministry's *Protocol Handbook*, the Office of Protocol shall be responsible for all Executive Branch protocol, whether foreign or domestic. The Office, through the Minister of State, shall coordinate its efforts with all the Bureaus of the Ministry.

Section 2. Embassies, Ambassadors, Missions, and Consulates. The Embassies of Palau, as established by Executive Order No. 141 and its various addendums, the Palau Permanent

Mission to the United Nations, and all Ambassadors representing the Republic of Palau shall be under the direction of the Minister of State, shall be responsible to the President through the Minister of State, and shall represent the people and the government of the Republic of Palau on a full-time basis before their respective foreign governments, the United Nations, and other organizations, both private or public, on matters pertaining to the Republic of Palau, actively and fully advocating all programs and policies of the Government of the Republic of Palau as directed. Palau Consulate Offices shall have the powers, duties and responsibilities as set forth in Executive Order No. 141 and its various addendums. All Consulate Offices located in the United States shall report to and be under the supervision of the Washington D.C. Embassy. All other Consulate Offices shall report to and be under the supervision of the Minister of State.

The Embassies of the Republic of Palau and the Palau Permanent Mission to the United Nations are located as follows:

- Palau United States Embassy, Washington D.C., United States of America;
- Palau Permanent Mission to the United Nations, New York City, New York, United States of America;
- Palau Japan Embassy, Tokyo, Japan;
- Palau Taiwan Embassy, Taipei, Republic of China; and
- Palau Philippine Embassy, Manila, Philippines.

Subject to appropriations, the Consulates of the Republic of Palau are located as follows:

- Guam, United States of America; and
- Saipan, the Commonwealth of the Northern Mariana Islands.

Section 3. Office of the Public Defender. The Office of the Public Defender shall be headed by a Public Defender. The Office shall represent indigent individuals in all criminal matters as required by law. The Office shall represent indigents in civil matters, as directed by and under criteria established by the Minister of State, where deemed appropriate and where sufficient funding is available.

Section 4. Bureau of Foreign Affairs. The Bureau of Foreign Affairs shall be headed by a Director. The Bureau shall be responsible for the promotion of Palau's overseas political interests related to national security, health, education, social advancement, and environmental security. The Bureau also shall be responsible to make recommendations on policy and future action, to take all steps necessary to carry out established policy, to maintain contacts and diplomatic relations with foreign governments and all international and regional organizations, and to coordinate and facilitate overseas conferences and meetings. The Bureau shall, through

the Minister of State, coordinate its efforts with the Office of the President, appropriate ministries and agencies, and other Bureaus within the Ministry of State.

- A. Division of Bilateral Affairs. The Division of Bilateral Affairs shall be headed by a Chief. The Division shall, through the Director of the Bureau of Foreign Affairs, be responsible for the conduct of bilateral affairs between the Republic and foreign governments, and shall maintain and protect diplomatic relations through bilateral instruments with foreign governments.
- B. Division of Multilateral Affairs. The division of Multilateral Affairs shall be headed by a Chief. The Division shall, through the Director of the Bureau of Foreign Affairs, be responsible for the conduct of affairs between the Republic and all regional and international organizations, without limitation including the United Nations, and for overseeing the implementation of all treaties, conventions, and multilateral agreements to which Palau is a party.

Section 5. Bureau of International Trade and Technical Assistance. The Bureau of International Trade and Technical Assistance (“BITTA”) shall be headed by a Director. The Bureau shall be responsible for conducting and coordinating international trade negotiations; for researching and identifying the availability of financial aid, grants and technical assistance from foreign governments and from international and regional organizations; for providing assistance to national and state government agencies in applying for and procuring such aid, grants and technical assistance; and for assessing the effectiveness thereof. The Bureau shall, through the Minister of State, coordinate its efforts with the Office of the President, the Office of Budget and Grant Oversight, appropriate ministries, agencies, and other bureaus within the Ministry of State.

- A. Division of Bilateral Trade and Technical Assistance. The Division of Bilateral Trade and Technical Assistance shall be headed by a Chief. The Division shall, through the Director of the BITTA, be responsible for conducting and coordinating bilateral international trade negotiations; for researching and identifying the availability of financial aid, grants and technical assistance from foreign governments; for providing assistance to national and state government agencies in applying for and procuring such aid, grants and technical assistance; and for assessing the effectiveness thereof.
- B. Division of Multilateral Trade and Technical Assistance. The Division of Multilateral Trade and Technical Assistance shall be headed by a Chief. The Division shall, through the Director of the BITTA, be responsible for conducting and coordinating multilateral international trade negotiations; for researching and

identifying the availability of financial aid, grants and technical assistance from international and regional organizations; for providing assistance to national and state government agencies in applying for and procuring such aid, grants and technical assistance; and for assessing the effectiveness thereof.

Section 6. Bureau of Domestic Affairs. The Bureau of Domestic Affairs shall be headed by a Director. The Bureau of Domestic Affairs shall be responsible for relations between the national and state governments; in collaboration with the BITTA, to assist the state governments in formulating proposals to foreign donors for grants and technical assistance and to serve as a conduit between the states and such foreign donors in relation to such grants and technical assistance; to provide, upon request, assistance to the Election Commission in conducting national and state elections, plebiscites, and referenda; to coordinate activities between the Executive Branch and the Olbiil Era Kelulau; to provide, upon request, assistance to the state legislatures on parliamentary rules of procedures for the conduct of official business; and to establish and maintain an archive for all national and state government documents, laws, regulations and rules. The Bureau shall, through the Minister of State, coordinate its efforts with the Office of the President, the Office of Budget and Grant Oversight, appropriate ministries and agencies, and the other bureaus within the Ministry of State.

- A. Division of States. The Division of States shall be headed by a Chief. The Division shall, through the Director of the Bureau of Domestic Affairs, be responsible for coordinating and maintaining relations between the national and state governments; for providing, upon request, assistance to the Election Commission in conducting national and state elections, plebiscites, and referenda; and for providing, upon request, assistance to the state legislatures on parliamentary rules of procedures for the conduct of official business. The Division also shall assist the state governments in formulating proposals to foreign donors for grants and technical assistance; shall serve as a conduit between the states and such foreign donors in relation to such grants and technical assistance; and shall assist the states in performing the obligations required of them by such grants and technical assistance.
- B. Division of Publication. The Division of Publication shall be headed by a Chief. The Division shall, through the Director of Domestic Affairs, be responsible for establishing and maintaining an archive for all national and state government documents, laws, regulations and rules. As required by applicable law, the Division shall compile, index, and maintain all rules adopted by each agency; shall provide for the public posting and viewing of proposed and adopted rules and regulations; shall promptly supplement or revise such rules as the same are

